

IMPORTANT DUE DATES FOR SUPERINTENDENTS



KENTUCKY DEPARTMENT OF EDUCATION

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

JULY

Date	Program	Activity/Description	KDE Contact	District Contact
*	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day or June 15, whichever is earlier. KRS 161.760(1)	Amy Peabody (502) 564-4474	
*	Teacher Assignments	Teachers who refuse their assignment must notify superintendent in writing no later than 30 days before first student attendance day of the following school year. KRS 161.760(1)	Amy Peabody (502) 564-4474	
*	Transfers	Transfers or change in appointment of teachers by the superintendent are limited if later than 30 days before the first student attendance day. KRS 161.760(2)	Amy Peabody (502) 564-4474	
*	Non-discrimination	Between July 1-Day before the start of school, non-discrimination statement to be published in largest circulation newspaper serving the community or in a prominent position on the school's website. Federal Law	Jim Burke (502) 564-3775	
*	KETS	Kentucky Digital Readiness Survey submitted on-line to KDE by September 30. KRS 156.670	Mike Leadingham (502) 564-2020	
1	Fiscal Year for Schools	Fiscal school year begins July 1. KRS 158.050; KRS 160.450	Amy Peabody (502) 564-4474	
1	Fidelity (Performance) Bond	Each local board of education must execute a bond for the faithful performance of its duties. KRS 160.570; 702 KAR 3:090	Jackie Chism (502) 564-3846	
1	Bond of Depository	The administrative regulation requires bonding of each local board of education treasurer and other school employees. KRS 150.560; 702 KAR 3:080	Jackie Chism (502) 564-3846	
1	Medication Administration Training for Non-licensed School Personnel	Beginning on July 1, school employees who accept the designation to administer emergency or non-emergency medications to students begin their training for the upcoming school year.	Karen Erwin (502) 564-5279	
8	Certification of School Bus Transportation Mileage	Daily school bus mileage to and from school is submitted for certification.	Debra Vaughan (502) 564-5279	
15	Secondary Career & Technical Education	Career & Technical Agriculture Extended Employment Plan and Report submitted	Brandon Davis (502) 564-3775	
25	Unaudited Annual Financial Report (AFR)	Submit Unaudited Annual Financial Report (AFR) to Division of District Operations. KRS 157.060; 702 KAR 3:110	Carol Buell (502) 564-3846	
25	Tax Collector Reports (3)	(1) Tax Collection Information – 702 KAR 3:245 ; (2) Tax Collector's Report to Local Board – 702 KAR 3:245 ; and (3) Local District's Reconciliation of Taxes Collected Reports – 702 KAR 3:245	Krystal Downey (502) 564-3846	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents JULY (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>IDEA-B Basic, Stewart B. McKinney Homeless</p> <p>Migrant Education, Title I, Part A, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, School Improvement ARRA</p> <p>Secondary Career & Technical Education</p> <p>Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities</p> <p>Title IIA Teacher Quality</p> <p>IDEA-B Preschool, and Final Expenditure Report for Community Education</p> <p>ESS, State Preschool, Textbooks, Professional Development and Safe Schools</p> <p>Title VI Rural and Low Income</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Thelma Hawkins (502) 564-1979</p> <p>Lea Lewis (502) 564-4286</p> <p>Kristin Burton (502) 564-1979</p> <p>Stephanie Mack (502) 564-1979</p> <p>Thelma Hawkins (502) 564-1979</p> <p>Karen Wirth/Nicole Crosthwaite (502) 564-1979</p> <p>Vickie Terry (502) 564-1979</p>	
25	Locally Operated CTE Centers	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Jim Edwards (502) 564-4286	
25	Read to Achieve	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Teri Mason (502) 564-1979	
25	21 st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	

Important Due Dates for Superintendents

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

JULY (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	State Preschool	Preschool Program approval form	Sally Shepherd (502) 564-7056	
31	IDEA Basic/Preschool	Report for children and youth with disabilities exiting special education and Report of children with disabilities subject to disciplinary suspensions or expulsions	Amy Patterson (502) 564-4970	
31	Gifted and Talented	Final MUNIS Program Budget Report	Kristin Burton (502) 564-1979	
31	IDEA CEIS	Count of children receiving Coordinate Early Intervening Services (CEIS) where applicable	Amy Patterson (502) 564-4970	
31	Superintendent Compensation	Superintendent Compensation Survey	Carol Buell (502) 564-3846	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

AUGUST

Date	Program	Activity/Description	KDE Contact	District Contact
*	Certified Evaluation	Each school year, all certified employees have to receive, within the first thirty (30) calendar days of that employee reporting for employment each year, an explanation and discussion of the professional practice rating domains, components, and performance criteria of their evaluation. KRS 156.557 and 704 KAR 3:370	Todd Davis (502) 564-1479	
*	Local Tax Levy (July-Dec)	Local tax levy within 45 days of receipt of certified assessment from KDE to local school district. KRS 132.0225(1)	Krystal Downey (502) 564-3846	
*	Local Tax Rates (July-Dec)	Receive certified property assessment and tax rate.	Krystal Downey (502) 564-3846	
*	Tax Hearing (July-Dec)	Schedule tax hearing, if required.	Krystal Downey (502) 564-3846	
*	District Budgets	Begin preparing a working budget for the school district.	Krystal Downey (502) 564-3846	
*	Annual Financial Report (Aug-Nov)	Local school districts to publish annual financial reports in local newspaper within 60 days after the close of the fiscal year. KRS 424.120; KRS 424.220	Steve Lyles (502) 564-3930	
*	Pupil Transportation	School Bus Driver Database updated with annual update before first day of school with other information changes as needed	Monica Napier (502) 564-5279	
*	Community Education	In order for the district to receive ½ payment of funds, the district Finance Officer must submit an invoice and the district expense report outlining salary and fringe. KDE will continue to review the quarterly CDIP reports.	Kristin Burton (502) 564-1979	
1	Title III	Plan and Budget to KDE for recipients of LEP and/or Immigrant Students subgrant(s).	Gary Martin (502) 564-4970	
1	Minority Report KEPS/MERR	Minority Educator Recruitment and Retention Annual Report (Access available at all times via KEPS; Report due August 1).	Monica Murphy (502) 564-1479	
1	Pupil Transportation	Annual Incident Report due (submitted electronically via daily incident reports)	Monica Napier (502) 564-5279	
15	Pupil Transportation	Bus Inventory Update for Depreciation Opens (System closes on October 14)	Dave Mangum (502) 564-5279	
30	KETS	School district data security and breach procedures. 702 KARA 1:170 . Must acknowledge to local board by August 31 annually.	Bob Hackworth (502) 564-2020	
30	Secondary Career & Technical Education	All TEDS data from prior school year is due.	Claude Christian (502) 564-3775	
30	Instructional Leadership Act	End-of-cycle Instructional Leadership Report to Division of Next Generation Professionals	Renee Scott (502) 564-1479	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

SEPTEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	SBDM	Adjustments of allocations for materials and supplies due to increases or decreases in enrollment must be provided to each SBDM Council by end of second month of school year. 702 KAR 3:246 Section (4b)	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
*	Comprehensive Improvement Planning	Districts receive disaggregated data from KDE (Late September or early October due to weather affecting testing)	Kevin Hill (502) 564-4394	
*	KETS	Kentucky Digital Readiness Survey submitted on-line to KDE by September 30. KRS 156.670	Mike Leadingham (502) 564-2020	
15	School Staffing	Adjustments of school staffing and professional development allocations due to increases or decreases in enrollment must be provided to each SBDM Council. 702 KAR 3:246 (4b)	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
15	SBDM	KDE is required to provide all disaggregated student performance data to all schools.	SBDM Questions – Neil Watts (502) 564-3791 Data Questions – Kevin Hill (502) 564-9853	
15	KETS	Technology Activity Report submitted electronically to KDE contact.	Mike Leadingham (502) 564-2020	
20	Textbook and Instructional Materials	State Multiple List of Textbooks and Instructional Materials available on KDE website. (Due to budgetary issues, no multiple list 2016-2017)	Kathy Mansfield (502) 564-2106	
30	Flexible Focus Grants	Final report with encumbrances as of 9/30 followed by final report with encumbrances zeroed out as soon as invoices are paid.	Nicole Crosthwaite (502) 564-1979	
30	Class Size Compliance	Maximum class size update report to KDE (Non-SBDM schools and districts with one school)	Jennifer Baker (502) 564-1479	
30	District Budgets	Each local board must submit a working budget to the Kentucky Board of Education. KRS 160.470(6)(a) and (b) and 702 KAR 3:110	Carol Buell (502) 564-3846	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents SEPTEMBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	Title I, Part A	During the first 15 months that a district's Title I, Part A funds are available, the district must, by September 30, obligate at least 85% of the total allocated to it. The district may carry over a maximum of 15% into the next fiscal year and must obligate those funds by the following September 30.	Thelma Hawkins (502) 564-1979	
30	Federal Cash Request Statement of Assurances	Submit statement of assurance in GMAP and send e-mail from Superintendent's Inbox to fcr.requests@education.ky.gov by September 30 each year.	Ken Greene (502) 564-1979	
30	District Funding Assurances	Submit assurances in GMAP and send e-mail from Superintendent's Inbox to kdeassurances@education.ky.gov by September 30 each year.	Nichole Crosthwaite (502) 564-1979	
30	CACFP – At-Risk After School Meal Program	Submit Enrichment Activity forms to traci.bullock-ray@education.ky.gov .	Deanna Tackett (502) 564-5625	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents OCTOBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	CSIP/CDIP	CSIP/CDIP due in ASSIST 90 days after the School Report Card release.	Brandon Quick (502) 564-3791	
1	Nutrition Programs	Select verification sample.	Deanna Tackett (502) 564-5625	
1	Schools with Changed School Service Area	Deadline for notification of any school that has an unstable population (less than 60%) compared to the prior year. 703 KAR 5:240(6)	Kevin Hill (502) 564-9853	
1	School District Personnel	Professional (certified) Staff Data (PSD) report (financial data) due	Carol Buell/Karen Conway (502) 564-3846	
1	School District Personnel	Classified Staff Data (PSD) report (financial data) due	Carol Buell/Karen Conway (502) 564-3846	
1	Energy Management Report (EMR)	Collect energy consumption data and square footage of all school buildings in each district due to the Kentucky School Boards Association (KSBA).	Martha Casher (502) 783-0065	
15	Pupil Transportation	School bus purchase authorizations due (notice to download information from Pupil Transportation webpage sent in September)	Dave Mangum (502) 564-5279	
15	Title I	Title I, Part A, Application	Donna Tackett (502) 564-3791	
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>IDEA-B Basic, Stewart B. McKinney Homeless</p> <p>Migrant Education, Title I, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and School Improvement ARRA</p> <p>Secondary Career & Technical Education</p> <p>Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities</p> <p>Title IIA Teacher Quality</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Thelma Hawkins (502) 564-1979</p> <p>Lea Lewis (502) 564-4286</p> <p>Kristin Burton (502) 564-1979</p> <p>Stephanie Mack (502) 564-1979</p>	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents OCTOBER (Continued)

	Federal and State Grant Programs (Continued)	IDEA-B Preschool ESS, State Preschool, Textbooks, Professional Development and Safe Schools Title IV Rural and Low Income	Thelma Hawkins (502) 564-1979 Nicole Crosthwaite (502) 564-1979 Vickie Terry (502) 564-1979	
25	Read to Achieve	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Teri Mason (502) 564-1979	
25	21 st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
25	Locally Operated CTE Centers	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Jim Edwards (502) 564-4286	
31	School Nutrition	Document free and reduced site enrollment data for reporting to KDE	Deanna Tackett (502) 564-5625	
31	CACFP – At-Risk After School Meal Program	Complete CNIPS Application must be approved.	Deanna Tackett (502) 564-5625	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

NOVEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	SEEK Trend Data	Trend form reviewed and sent via web submission to KDE. This date may vary.	Krystal Downey (502) 564-3846	
*	CSIP/CDIP	CSIP/CDIP due in ASSIST 90 days after the School Report Card release. The “Superintendent Assurances” component in the CDIP replaces the separate “Superintendent Evaluation Report” starting in 2014-15.	Brandon Quick (502) 564-3791	
1	LEAD	Local Educator Assignment Data Report	John Fields (EPSB) (502) 564-4606	
1	Secondary Career & Technical Education	Locally operated and all other schools 1 st semester imported into TEDS	Claude Christian (502) 564-3775	
1	District SBDM Council Programs	Principals are to report through the local superintendent the names and addresses of SBDM Council members and verify that each has completed the required training.	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
1	Pupil Transportation	Transportation Growth Factor Adjustment Form due	Debra Vaughan (502) 564-5279	
1	Growth Factor Report	Growth Factor Report (due within 10 business days of end of second month of school year)	Garnetta Barnette (502) 564-5279	
1	Achievement Gap Targets	Begin planning for SBDM council and superintendent discussions and agreements upon targets for closing achievement gaps KRS 158.649 (SB 168) and per local board policy on planning. (Note: Final agreement due by February – Annually)	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
1	Nonacademic Data	Nonacademic Data Report	David Curd (502) 564-5279 or 9853	
1	SB8	Safe Schools Verification and Assurances due in ASSIST by November 1	Victoria Fields (502) 564-4772	
14	Title I	Title I Comparability Report	Donna Tackett (502) 564-3791	
15	Audited Financial Statements and AFR	Upon completion of the independent auditor’s report, submit post-audit adjusted Annual Financial Report (AFR) and audited financial statements from CPA to KDE Division of District Support. KRS 156.275	Kim Carter (502) 564-3846 Nicole Vanover (502) 564-3846 Carol Buell (AFR) (502) 564-3846	
15	Pupil Transportation	School bus purchase forms due (Forms are mailed to local district superintendents by August 1 each year and are available from the KDE Transportation webpage)	Dave Mangum (502) 564-5279	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

NOVEMBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
15	Nutrition Programs	Completed Free and Reduced Price Income Verification process	Deanna Tackett (502) 564-5625	
15	Textbooks and Instructional Materials	Consumer Guide as to the State Multiple List of Textbooks and Instructional Materials (available on KDE website) (Due to budgetary issues, no multiple list 2016-2017)	Kathy Mansfield (502) 564-2106	
30	Codes of Acceptable Behavior & Discipline	Update codes of acceptable behavior and discipline, KRS 158.148	Victoria Fields (502) 564-4772	
30	IDEA-B	Excess Cost and Maintenance of Fiscal Effort Report (Secure file transfer)	Nick Easter (502) 564-4970	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents DECEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	Budget Development	Complete the annual needs assessment and work on a DRAFT budget for the next school year for presentation to the local board in January.	Steve Lyles (502) 564-3930	
*	CSIP/CDIP	CSIP/CDIP due in ASSIST 90 days after the School Report Card release.	Brandon Quick (502) 564-3791	
1	Transition to Adult Life	Transition to Adult Life data for prior year graduates must be entered on the Graduation tab in Infinite Campus.	Kiley Whitaker (502) 564-4286	
7	State Preschool	Enrollment Count Report December 1	Kim Wiley/Sally Shepherd (502) 564-7056	
15	E-Rate	Free/Reduced Lunch Data submitted to KDE contact from District Technology Coordinator	Mike Leadingham (502) 564-2020	
15	IDEA-B Basic/Preschool	IDEA-B Child Count (as of Dec. 1), Personnel Employed for Special Education Report, Implementation of FAPE (Educational Placements) Report	Amy Patterson (502) 564-4970	
15	21 st Century Community Learning Centers	Annual Progress Report	Brigitte Stacy (502) 564-1473	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents JANUARY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Local Board Meetings (January School Board Mtg.)	Local board must adopt a regular board meeting schedule and make it available to the public. KRS 61.820	Amy Peabody (502) 564-4474	
*	CSIP/CDIP	CSIP/CDIP due in ASSIST 90 days after the School Report Card release. The “Superintendent Assurances” component in the CDIP replaces the separate “Superintendent Evaluation Report” starting in 2014-15.	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
*	Staffing Policies	Review/revise school staffing formula and submit to the KDE Division of Consolidated Plans and Audits prior to May 1 in order to use them the same year. 702 KAR 3:246	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
15	Secondary Career & Technical Education	KOSSA (Kentucky Occupational Skill Standards Assessments) Registration	Sherri Craig (502) 564-3472	
15	E-Rate	The E-Rate Form 471 filing window typically opens mid-January and runs through mid-April	Mike Leadingham (502) 564-2020	
15	E-Rate	Download Children’s Internet Protection Act Compliance (Form 479) from the SLD website and submit to KDE contact.	Mike Leadingham (502) 564-2020	
15	KEES	Kentucky Educational Excellence Scholarship Report for eligible fall graduates	Rebecca Gilpatrick (502) 696-7394	
25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic, Stewart B. McKinney Homeless Migrant Education, Title I, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and School Improvement ARRA Secondary Career & Technical Education Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities Title IIA Teacher Quality	Dru Hawkins (502) 564-1979 Thelma Hawkins (502) 564-1979 Lea Lewis (502) 564-4286 Kristin Burton (502) 564-1979 Stephanie Mack (502) 564-1979	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

JANUARY (Continued)

	Federal and State Grant Programs (Continued)	IDEA-B Preschool ESS, State Preschool, Textbooks, Professional Development and Safe Schools Title IV Rural and Low Income	Thelma Hawkins (502) 564-1979 Nicole Crosthwaite (502) 564-1979 Vickie Terry (502) 564-1979	
25	Read to Achieve	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Teri Mason (502) 564-1979	
25	21 st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
25	Locally Operated CTE Centers	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Jim Edwards (502) 564-4286	
30	Intervention Tab Data Pull	Intervention Tab data pulled on October 30	April Pieper/Jarrold Slone (502) 564-4970	
31	District Budgets	Draft budget review by local board (start of new year budget). KRS 160.470(6)(a)	Steve Lyles (502) 564-3930	
31	IDEA – MoFE	Maintenance of Fiscal Effort, Non-Supplanting and Excess Cost Report	Amy Patterson (502) 564-4970	
31	Nutrition Programs	Complete the needs assessment and reporting required by KRS 158.856	Deanna Tackett (502) 564-5625	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents FEBRUARY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Council Targets	Superintendent approves targets established by councils for closing the achievement gap in schools under provision of KRS 158.649 (SB 168) and local board policy.	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
*	Council Targets	Board approves targets established by councils and approved by superintendent for closing the achievement gaps in schools under provisions of KRS 158.649 (SB 168) and local board policy.	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
*	Read to Achieve	Submit Mid-Year Report to KDE	April Pieper (502) 564-4970	
*	Math Achievement Fund	Submit mid-year report	Pam Pickens (502) 564-4970	
1	Council Targets	Councils set targets for closing the achievement gaps in schools under provisions of KRS 158.649 (SB168) and local board policy.	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
1	Non-Resident Contracts	Non-resident contracts should be approved by the local board for the following school year. 702 KAR 7:125 (9)	Cheri Meadows (502) 564-5279	
1	Nutrition Programs	Complete local monitor reviews (Required on multi-school districts only; Maintain on file at local level)	Deanna Tackett (502) 564-5625	
1	Appointment of Employees	Superintendent can begin appointing employees for the next fiscal year anytime after February 1. KRS 160.380 (2) (a)	Amy Peabody (502) 564-4474	
1-3/31	Sec. Career and Tech. Education	KOSSA assessment window for students in career and technical education	Pam Moore (502) 564-3775	
25	Class Size Compliance	Maximum Class Size Update Report to KDE from Non-SBDM schools and districts with only one school.	Jennifer Baker (502) 564-1479	
28	Secondary Career & Technical Education	Follow-up/Transition Report for Career and Technical Education Students	Claude Christian (502) 564-3775	
29	LEAD	Spring Reporting Period	John Fields (EPSB) (502) 564-4606	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

MARCH

Date	Program	Activity/Description	KDE Contact	District Contact
1	School Staffing	The board must give each SBDM Council the school staffing and budget allocations for the next fiscal year by May 1. KRS 160.345; 702 KAR 3:246	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
15	Indirect Costs	Indirect Cost Rate adjustments due via web form to Division of District Support	Karen Conway (502) 564-3846	
15	Secondary Career & Technical Education	Second semester TEDS data imported	Claude Christian (502) 564-3775	
30	Intervention Tab Data Pull	Intervention Tab data pulled on October 30	April Pieper/Jarrold Slone (502) 564-4970	
31	Title IIA, III, IV, and IDEA-B	Declaration of Participation	Thelma Hawkins (502) 564-1979	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

APRIL

Date	Program	Activity/Description	KDE Contact	District Contact
*	District Budget	District staff should begin preparing the Tentative Budget after notification of final SEEK from KDE.	Steve Lyles (502) 564-3930	
14	E-Rate, KETS	Submit District Technology Plan to KETS Engineer	Mike Leadingham/KETS Engineers; (502) 564-2020	
16	Title III (LEP/Immigrant)	Data entered into Infinite Campus	Gary Martin (502) 564-4970	
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>IDEA-B Basic, Stewart B. McKinney Homeless</p> <p>Migrant Education, Title I, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and School Improvement ARRA</p> <p>Secondary Career & Technical Education</p> <p>Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities</p> <p>Title IIA Teacher Quality</p> <p>IDEA-B Preschool</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Judy Howard (502) 564-1979</p> <p>April Vermillion (502) 564-4286</p> <p>Kristin Burton (502) 564-1979</p> <p>Stephanie Mack (502) 564-1979</p> <p>Thelma Hawkins (502) 564-1979</p>	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

APRIL (Continued)

	Federal and State Grant Programs (Continued)	ESS, State Preschool, Textbooks, Professional Development and Safe Schools Title IV Rural and Low Income	Nicole Crosthwaite (502) 564-1979 Vickie Terry (502) 564-1979	
25	Locally Operated CTE Centers	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Jim Edwards (502) 564-4286	
25	Read to Achieve	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Teri Mason (502) 564-1979	
25	21 st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
30	Written Notice (non-renewal certified)	Superintendent must give written notice by May 15 of non-renewal to each limited contract certified employee whose contract will not be renewed for the next year. KRS 161.750(2)	Amy Peabody (502) 564-4474	
30	Written Notice (non-renewal classified)	Superintendent must give written notice by May 15 of non-renewal to each limited contract classified employee whose contract will not be renewed for the next year. KRS 161.011	Amy Peabody (502) 564-4474	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

MAY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Reduction in Duties	Superintendent must give written notice of reduction in duties and reduction in pay that will impact certified employees 90 days before the first student attendance day of the following school year or May 15, whichever is earlier. KRS 161.765; KRS 161.760	Amy Peabody (502) 564-4474	
*	Read to Achieve	Submit End-of-Year Report	April Pieper (502) 564-4970	
*	Reduction in Duties	If superintendent decides to demote an administrator with three or more years of administrative experience, must comply with terms of KRS 161.765 .	Amy Peabody (502) 564-4474	
*	Textbooks and Instructional materials	Schools complete purchasing plans for textbooks and instructional materials in accordance with local board policy.	Kathy Mansfield (502) 564-9850	
1	NBC Salary Supplement	Request for National Board Certification Salary Supplement Reimbursement. KRS 157.395	Jana Cox (502) 564-3846	
1	Nutrition Programs	A summary of the findings and recommendations of the nutrition report required by KRS 158.856(6) .	Deanna Tackett (502) 564-5625	
1	Physical Activity – Elementary Schools	The report on how much time is provided for physical activity in the elementary schools, as required in KAR 160.345(11) , and a summary of the findings and recommendations of the assessment of the physical activity environment, as required by KRS 158.856(6) .	Jamie Sparks (502) 564-2706	
14	Title III/LEP	Annual Performance Report data submitted electronically	Gary Martin (502) 564-4970	
15	Agricultural Education	SAE Annual Report for Agricultural Education	Brandon Davis (502) 564-3775	
15	School Calendar	Local board of education to approve the school calendar for the next school year on or before May 15.	Cheri Meadows (502) 564-5279	
20	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Report and Summative Evaluations	Kathie Anderson (502) 564-4970	
28	Audit Contracts	Audit Contracts must be approved by local boards and are due to KDE by May 28.	Kim Carter (502) 564-3846 Nicole Vanover (502) 564-3846	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

MAY (Continued)

30	District Budget	Submit board approved Tentative Budget by May 30 with at least a 2% contingency. KRS 160.470(6) (a)	Carol Buell/Karen Conway (502) 564-3846	
30	SBDM, Section 7 Allocations	Section 7 allocations, if any or if available, must be provided to each school council.	Neil Watts/Ashlie Cox/Natasha Napier (502) 564-3791	
31	Secondary Career & Technical Education	End-of-year data imported into TEDS	Claude Christian (502) 564-3775	
31	Pupil Transportation	Certification for Transportation for KSB & KSD Home Trips for Resident Pupils Certification for Transportation for KSB & KSD Daily Trips	Debra Vaughan (502) 564-5279	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

JUNE

Date	Program	Activity/Description	KDE Contact	District Contact
*	Title IX	Title IX forms sent to KHSAA	Darren Bilberry (859) 299-5472	
*	Program Participation in National School Lunch and School Breakfast Programs	File completed Agreement for Participation in National School Lunch and School Breakfast Programs (updated electronically)	Deanna Tackett (502) 564-5625	
*	Program Participation in Child and Adult Care Food Program	File completed Agreement for Program Participation in Child and Adult Care Food Program. (updated electronically)	Deanna Tackett (502) 564-5625	
6/2017	Community Education	In order for the district to receive ½ payment of funds, the district Finance Officer must submit an invoice and the district expense report outlining salary and fringe. KDE will continue to review the quarterly CDIP reports.	Kristin Burton (502) 564-1979	
1	High Schools That Work	Annual Progress Report	Laura Arnold (502) 564-3775	
1	Title II	Title II Part A Budget	Jennifer Baker (502) 564-1479	
10	Math Achievement Fund	Submit year-end report	Pam Pickens (502) 564-4970	
15	Summer Food Service Program	If applicable, file completed agreement for participation in Summer Food Service Program with KDE.	Deanna Tackett (502) 564-5625	
15	Limited Contract Teachers	Teachers renewed for the next year are assumed to have accepted the contract unless they have provided written notice by June 15 that they do not accept employment. KRS 161.750(3)	Amy Peabody (502) 564-4474	
30	State Preschool	Annual Performance Report	Sally Shepherd/Kim Wiley (502) 564-7056	
30	ESS	2008-09 ESS Program Report	April Pieper (502) 564-4970	
30	ESS	Daytime Waiver Evaluations <i>and/or</i> Daytime Waiver Evaluation Reports	April Pieper (502) 564-4970	
30	ESS	Infinite Campus regular term reports – pulled from Infinite Campus (IC)	April Pieper (502) 564-4970	
30	District Funding Assurances	Submit assurances by e-mail from Superintendent's Inbox to KDE Assurances Mailbox by June 30 each year.	Karen Wirth (502) 564-1979	
30	Preschool	Kentucky Preschool Performance Report	Kim Wiley/Sally Shepherd (502) 564-7056	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.

Important Due Dates for Superintendents

JUNE (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	Pupil Transportation	Vocational Reimbursement Claim Forms due by June 30.	Debra Vaughan (502) 564-5279	
30	Pupil Transportation	Pupil Transportation Adjustment Form End-of-Year	Debra Vaughan (502) 564-5279	
30	ESS	ESS Student SIS/Infinite Campus reports pulled from Infinite Campus (IC): Summer Term	April Pieper (502) 564-4970	
30	Safe Schools	Safe Schools Data Verification Report	Victoria Fields (502) 564-3472	
30	Fiscal Year for Schools	End-of-school fiscal year KRS 158.050; KRS 160.450	Steve Lyles (502) 564-3930	
30	Non-resident Contracts	Amendments to contracts for non-resident students. 702 KAR 7:125 (9)	Cheri Meadows (502) 564-5279	
30	SAAR Report	The Superintendent's Annual Attendance Report (SAAR) is due to KDE by June 30.	Garnetta Barnette/Ronda Devine (502) 564-5279	
30	KEES	Kentucky Educational Excellence Scholarships (KEES) Report (Grades 8-12) to KDE	Rebecca Gilpatrick (502) 696-7394	
30	New School Calendar	School calendar for upcoming school year due to KDE by June 30. 702 KAR 7:140 (2)	Cheri Meadows (502) 564-5279	
30	Revised School Calendar	Amended school calendar for current school year due to KDE by June 30. 702 KAR 7:140 (2)	Cheri Meadows (502) 564-5279	
30	Secondary Career and Technical Education	All data cleaned up and verified in TEDS	Claude Christian (502) 564-3775	
30	School Facilities	School Facilities Construction Commission (SFCC) needs assessment is calculated	Greg Dunbar (502) 564-4326	
30	Intervention Tab Data Pull	Intervention Tab data pulled on October 30	April Pieper/Jarrod Slone (502) 564-4970	

NOTE: Items having an asterisk (*) indicate these should occur during the month under which they are listed.